

# GENERAL MEDICAL 8.0

## Peer Review -- 8.6

### Pre-employment, Credentialing, Employment of Professional Providers -- 8.6.b

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**Date Issued:** December 31, 1998

**Date Last Revised:** March 23, 2011

**Signature:**



**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

The supervising/reviewing physician/dentist will be informed of any decision to fill a physician/dentist, midlevel provider (nurse clinician/practitioner) or dental hygienist position and will participate fully in the recruitment and search process, in interviews and hiring decisions, and in review of credentials before and during the employment process.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office professional personnel.

#### **PURPOSE**

To provide for employment of professionals who are properly trained and experienced and able to provide quality clinical and administrative services for the benefit of health department patients.

#### **PROCEDURE**

The supervising/reviewing physician/dentist will be informed of any management decisions to fill a physician/dentist, midlevel provider or dental hygienist position,

including contract positions. The supervising/reviewing physician/dentist will take a lead role in conducting a search for qualified candidates for the vacant position. The supervising/reviewing physician/dentist will have access to any employment registers and will be involved in interviews and hiring decisions for the new physician/dentist, midlevel provider or dental hygienist.

If the vacant position is for a Regional Health Officer/Regional Dental Director, the Bureau of Health Services Medical Director/Dental Director will be informed of the position being filled and will participate in the employment process.

It is the responsibility of the Regional Director to contact the Director of the Bureau of Health Services prior to making an offer of employment to a physician/dentist to discuss an appropriate starting salary.

The following credentials will be obtained and/or reviewed by the supervising/reviewing physician/dentist during the hiring process:

**For Physician Candidates:**

1. **Board of Medical Examiner Report** -- Verify that the physician holds a valid undisciplined Tennessee medical license. Board of Medical Examiner inquiry will include a search for adverse reports from Tennessee or other state licensing boards. Board certification is preferred in a primary care background.
2. **Drug Enforcement Agency** -- Must be a holder of a valid unrestricted DEA certificate.
3. **Hospital Staff Privileges** -- Reports of any revocation or adverse action related to hospital privileges.
4. **Medicaid/TennCare** -- Reports of any adverse action by Medicaid or TennCare, including revocation of provider number.

**For Dentist Candidates:**

1. **Board of Dentistry Report** -- Verify that the dentist holds a valid undisciplined Tennessee dental license. Board of Dentistry inquiry will include a search for adverse reports from Tennessee or other state licensing boards.
2. **Drug Enforcement Agency** -- Must be a holder of a valid unrestricted DEA certificate.
3. **Medicaid/TennCare** -- Reports of any adverse action by Medicaid or TennCare, including revocation of provider number.

**For Nurse Clinician/Practitioner Candidates:**

1. **Certificate of Fitness** -- Holds a certificate of fitness or has met all criteria to be issued a certificate of fitness.

2. **Board of Nursing Report** -- Must be a holder of a valid undisciplined Tennessee nursing license. Board of Nursing inquiry will include a search for adverse reports from Tennessee or other state licensing boards.

**For Dental Hygienist Candidates:**

1. **Board of Dentistry Report** -- Must be a holder of a valid undisciplined Tennessee dental hygienist license. Board of Dentistry inquiry will include a search for adverse reports from Tennessee or other state licensing boards.

**OFFICE OF PRIMARY RESPONSIBILITY**

Office of the Medical Director, Bureau of Health Services, (615)741-7305